Contact Information

TTUHSC HR Website: http://www.ttuhsce.edu/hr/

TTUHSC Career Site: http://careers.texastech.edu

TTUHSC El Paso Campus
915-215-4574
EmploymentServices-ElPaso@ttuhsc.edu
**Staff Performance Management**

**Position Description**

- PD has been loaded

---

**Employee Information**

Important: When creating or updating PD's for existing employees, complete "eRaider ID" or "Tech ID" area first to auto-populate related employee information (imported from Banner & TechJobs). Click Import Data or press enter after field entry to auto-populate the information.

<table>
<thead>
<tr>
<th>Search</th>
<th>eRaider ID</th>
<th>Import Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>(R-Number)</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Position #</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>* Position Class</td>
<td>Import Data</td>
</tr>
<tr>
<td>Organization Code</td>
<td>Proposed Title</td>
<td></td>
</tr>
</tbody>
</table>

**Form 0% completed**

- Employee Information
- Position Functions
- Competencies
- Qualifications
- Physical Demands and Work Environment
- Position Summary
Tips Before Logging into the System

- **Browser Information**
  - Internet Explorer 8 or 9
  - Firefox (+19.0.0)
  - Google Chrome

  *Must clear cache frequently.*

- Turn off your pop-up blockers or make an exception for the Careers at Texas Tech hiring manager portal.
  - Internet Explorer Instructions
  - Google Chrome Instructions
  - Mozilla Firefox Instructions

  The pop up settings for each browser are different depending on the version.

- Check your spam/junk folder in Outlook. Ensure emails from the system are not going into that folder. Mark any emails from the system as “Not Junk”. Click [here](http://www.ttuhsc.edu/hr/supervisor.aspx) for instructions.

- For more resources visit [http://www.ttuhsc.edu/hr/supervisor.aspx](http://www.ttuhsc.edu/hr/supervisor.aspx). The User Guide will be located in your eRaider Account in the F&A Worktools Tab within the Human Resources Panel.
Logging into the Hiring Manager Portal

Once you are logged in for the day, you will not have to keep logging into the system. The system will recognize that you have already logged in.

1. **Webraider.ttuhs.edu**
   - 1. F&A Work Tools Tab
   - 2. Human Resources Panel
   - 3. Careers at Texas Tech
   - 4. Single Sign–On should take you directly into the Hiring Manager Portal.

Logging into the system off campus.

2. **http://www.ttuhs.edu/hr/**
   - 1. Click the Manager/Supervisor option on the left side of the screen
   - 2. Hiring Resources Panel
   - 3. Click Careers at Texas Tech Hiring Manager Portal
   - 4. **Username:** TTUHSC\eRaider username **Password:** eRaider Password

Note: If you click on “Forgot Password”, this will reset your eRaider password.

**Password can only be rest once every 24 hours**
Navigating the Dashboard

Important Info: Texas Tech University System has activated the Data Insight Tool! Training on the Data Insight Tool is available on the URC under the Training tab.
Customizing the Dashboard

Click & Drag panels to customize the Dashboard.

Click & Drag columns to position them.

Minimized panels will show on the top left of the Home Screen.

Use filters to find jobs.

Minimize Panels.
Posting a Job

“Add New Req” from the Top Navigation Tab.

“Add New” from Quick Links Panel.
### Section 1 - Job Details (NM Completes)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>Position Type</td>
<td>Faculty, Staff, Student</td>
</tr>
<tr>
<td>Position Class Code</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>Extended Job Title</td>
<td></td>
</tr>
<tr>
<td>Org Level 7</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>Work Location</td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>No. of Positions</td>
<td>1</td>
</tr>
<tr>
<td>Only increase for Pooled positions.</td>
<td></td>
</tr>
<tr>
<td>Offers Remaining</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Enter FTE as a decimal up to 1</td>
</tr>
<tr>
<td>Requisition Type</td>
<td>New Position, Replacement</td>
</tr>
<tr>
<td>Funding Source (FOP)</td>
<td></td>
</tr>
<tr>
<td>Departmental Contact</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>Dept. Contact Phone / Email</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Autocomplete</td>
</tr>
<tr>
<td>Hiring Team</td>
<td>Autocomplete</td>
</tr>
</tbody>
</table>

### Section 2 - Job Description and Requirements (NM Completes)

### Human Resources Completes

### Approval routing
# Field Descriptions of Section 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hiring Manager</strong></td>
<td>Who will be the hiring manager for this position?</td>
<td>Type in the first OR last name of the manager.</td>
</tr>
<tr>
<td><strong>Position Type</strong></td>
<td>The pay statement will automatically populate based on your selection.</td>
<td>Click on one of the three radio buttons.</td>
</tr>
<tr>
<td><strong>Position Class Code</strong></td>
<td>The job code. P=Part-time S=Full-time U=Student F=Faculty</td>
<td>Type in the code or the title of the position.</td>
</tr>
<tr>
<td><strong>Extended Job Title</strong></td>
<td>Be more descriptive with the job title. This is the title that applicants will see.</td>
<td>Type in a more descriptive job title. Example: Section Coordinator: Graphic Designer</td>
</tr>
<tr>
<td><strong>Org Level 7</strong></td>
<td>Department number or code.</td>
<td>Type in the org code or the name of your department.</td>
</tr>
<tr>
<td><strong>Work location</strong></td>
<td>Physical work location</td>
<td>Select one location from the drop down list.</td>
</tr>
<tr>
<td><strong>Position Number (H#)</strong></td>
<td>Number assigned by compensation. Must have H # to post a job. <em>Keep in mind that ONLY the minimum pay rate will show to applicants. The range will not be shown. Contact HR to make any revisions to how the pay is displayed.</em></td>
<td>Type in the H# or the title of the position. H# not showing in the list? Possible solutions. 1. Does the H# belong to the above org code? 2. Has the H# been approved by compensation &amp; budget?</td>
</tr>
<tr>
<td><strong>No. of Positions</strong></td>
<td>Single Positions: You can hire ONE person out of a requisition Pooled Positions: You can hire MULTIPLE people out of one requisition (students, recurrent employees, etc...)</td>
<td>Enter the appropriate number of candidates you will be hiring from this requisition.</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>Full Time Equivalent. Total # of hours worked divided by paid hours in a work year.</td>
<td>Example: 1.0 equals a full-time employee, .50-.99 is a part-time employee.</td>
</tr>
<tr>
<td><strong>Requisition Type</strong></td>
<td>Replacement or New position?</td>
<td>Enter incumbent’s name and R#.</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Funding Organization Account Program (FOAP)</td>
<td>Enter in the departmental FOAP that the employee will be paid from.</td>
</tr>
<tr>
<td><strong>Department Contact Info</strong></td>
<td>This is who HR will contact if there are questions.</td>
<td>Type in the first or last name of the contact person.</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>The HR department.</td>
<td>Select “Employment Services El Paso” email.</td>
</tr>
<tr>
<td><strong>Hiring Team</strong></td>
<td>Who will need to see or take action on applicants in the system?</td>
<td>Type in the first or last name. Can’t pull up a name in the list? Contact local HR office.</td>
</tr>
</tbody>
</table>
## Job Posting: Section 2

### Section 2 - Job Description and Requirements (HM Completes)

<table>
<thead>
<tr>
<th>Confidential Posting?</th>
<th>N/A</th>
<th>* Grant Funded?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Position Description</td>
<td>Text Editor</td>
<td>* Internal Candidates Only?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Major/Essential Functions</td>
<td>Text Editor</td>
<td>* Travel Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occasional Duties</td>
<td>Text Editor</td>
<td>* Shift</td>
<td>Day</td>
<td>Evening</td>
</tr>
<tr>
<td>Required Qualifications</td>
<td>Text Editor</td>
<td>Schedule Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>Text Editor</td>
<td>* Relocation Reimbursement Available?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>* Does this position work in a research laboratory?</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>* Does this position handle money, procurement card or other institutional assets?</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>* Does this position need a professional license?</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>* Does this position work with minors in camps and/or programs affiliated with the University?</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Requested Job Specific Questions**

Not in List

Text Editor
## Field Descriptions of Section 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Description</td>
<td>A general description of the job.</td>
<td>This field is locked. The PD is determined by compensation.</td>
</tr>
<tr>
<td>Major/Essential Functions</td>
<td>What will the employee in the job be doing on a daily basis? Be specific.</td>
<td>Type in the functions and duties (bullet point or number).</td>
</tr>
<tr>
<td>Occasional Duties</td>
<td>What will the employee be doing every now and then?</td>
<td>Type in the functions and duties (bullet point or number)</td>
</tr>
<tr>
<td>Required Qualifications</td>
<td>The education, experience, or certification that the candidate must possess to qualify for the position.</td>
<td>This field is locked. The required qualifications are determined by compensation.</td>
</tr>
<tr>
<td>Preferred Qualifications</td>
<td>Specify the Required Qualifications. Examples-Bachelor’s Degree in accounting, Experience with word processing, 2 years in a medical environment.</td>
<td>Type in the preferred qualifications using bullet points or numbering.</td>
</tr>
<tr>
<td>EEO Statement</td>
<td>The statement will populate on every job posting.</td>
<td>No action needed.</td>
</tr>
<tr>
<td>Required Attachments</td>
<td>Documents you require from an applicant to be considered for the position.</td>
<td>Click on the check box next to the corresponding document. Can select more than one.</td>
</tr>
<tr>
<td>Optional Attachments</td>
<td>Documents that are helpful, but are not required to be considered for employment.</td>
<td>Click on the check box next to the corresponding document. Can select more than one.</td>
</tr>
<tr>
<td>Req Notes</td>
<td>Communicate to HR if there is something you would like us to specifically change on the job posting</td>
<td>Type in notes.</td>
</tr>
<tr>
<td>Grant Funded</td>
<td>Is this position being funded by a grant?</td>
<td>Select yes or no.</td>
</tr>
<tr>
<td>Internal Candidates Only?</td>
<td>Exempt level jobs MUST be posted externally for the 10 business days.</td>
<td>Select yes or no.</td>
</tr>
<tr>
<td>Travel Required</td>
<td>% of travel</td>
<td>Select the % if applicable</td>
</tr>
<tr>
<td>Shift/Schedule Details</td>
<td>What are the normal hours for this position?</td>
<td>Type in something like (M-F, 8am-5pm)</td>
</tr>
<tr>
<td>Relocation Reimbursement Available?</td>
<td>Will the relocation costs be provided by the TTUHSC?</td>
<td>Select yes or no.</td>
</tr>
<tr>
<td>Does this position work in a research laboratory?</td>
<td>Will the employee be working in a lab? If so, will they come into contact with select agents?</td>
<td>Select yes or no.</td>
</tr>
<tr>
<td>Does this position handle money, procurement card or other institutional assets?</td>
<td>Will the employee in this position be handling any cash or be responsible for the handling of a P-Card?</td>
<td>Select yes or no. If you select yes, a credit check will be ran on the candidate.</td>
</tr>
<tr>
<td>Does this position need a professional license?</td>
<td>This is not a Driver’s License. An example would be a nursing license, medical license, etc...</td>
<td>Select yes or no. If you select yes, a license check will be ran on the candidate.</td>
</tr>
<tr>
<td>Does this position work with minors in camps and/or programs affiliated with the University?</td>
<td>This would not be a nurse or doctor who works in Pediatrics.</td>
<td>Select yes or no. If you select yes, the candidate will go through training on working with minors.</td>
</tr>
<tr>
<td>Requested Job Specific Questions</td>
<td>What do you want to ask the candidates? HR will automatically add minimum qualification questions.</td>
<td>Type in a keyword to find the question you want to ask. Type in box below if you cannot find question.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Demands</td>
<td>What physical activity is essential to the job? These will come from the PD.</td>
<td>List the physical demands of the position (sitting, standing, carrying, etc...)</td>
</tr>
<tr>
<td></td>
<td>These will come from the PD. Should mirror the PD on file for the position.</td>
<td></td>
</tr>
<tr>
<td>Lifting Minimum</td>
<td>The amount an employee may be required to lift or carry.</td>
<td>Type in the number of pounds.</td>
</tr>
<tr>
<td>Lifting Maximum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Section 4: Approval Routing**

**How and when is the job approved?** E-mail triggers will notify the approver whenever it is time to approve the job posting (Check Spam folder). If the Hiring Manager or Department Head, Dean, or AVP edit the job once HR has already approved it, the job will automatically be rerouted through the approval process.
### Field Descriptions of Section 4

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Approval</td>
<td>Choose the HR office that needs to approve the job.</td>
<td>Choose Employment, ________(campus location)</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>List the name of the person making the hiring decision.</td>
<td>Type in the first or last name of the hiring manager.</td>
</tr>
<tr>
<td>Department Head</td>
<td>List department head if applicable. Each department will have different</td>
<td>Type in the first or last name of the department head OR click on the “Bypass” checkbox.</td>
</tr>
<tr>
<td></td>
<td>internal processes for approving job postings.</td>
<td></td>
</tr>
<tr>
<td>Dean/Next level AVP/VP/Provost</td>
<td>Select only if applicable. Depends on your departments internal processes.</td>
<td>Select name from the list OR click on the “Bypass” checkbox.</td>
</tr>
<tr>
<td>EEO Office</td>
<td>BYPASS. DO NOT SELECT A NAME.</td>
<td>Please click on the “Bypass” checkbox.</td>
</tr>
<tr>
<td>Notify upon approval completion</td>
<td>A notification will be sent to the person listed once the job has received all of its approvals and is ready to be published online.</td>
<td>List a name or Employment, _____________(campus location)</td>
</tr>
</tbody>
</table>

Cannot find a name? Contact your local HR office with the required information.
Approving a Requisition

An email trigger will be sent to you with the below information:

For your approval as Hiring Manager

Title: Nursing Assistant  
Req ID: 2397BR

View requisition details
Click on the link in the email.

OR

On the “Home” screen, find the “My Reqs Pending Approval” Panel

Both options will take you to the screen below

Click the checkmark
Click “Approve” or “decline”
Cloning a Job

Cloning means to duplicate a job so that all the fields will be the exact same. This option saves you time since you do not have to retype in every field. This is helpful when you need to open two jobs that are the exact same (minus the position number, H#).

Search for a requisition by using the quick search option on the Dashboard or by using your Top Navigation Tabs.

All of the fields will be copied into the new job posting. Be sure to change the H# and any other applicable fields.
Finding a Job Posting

**Requisition Statuses:**

**Pending:** Pending Approval

**Approved:** Fully approved. Waiting for HR to post open.

**Open:** Job is open to applicants. This can also mean the job is no longer accepting applications, but an applicant has not been hired. Call HR to Unpost the job.

**Close:** Applicant marked as hired and all candidates dispositioned. Call HR to close job.

*Quick Search: If you know the req#* Find job using Top Navigation Tabs

*My Open Reqs Panel*
Checking Status of a Job Posting

Finding where a job is in the approval process. Find the job using one of the three methods. Click on the Requisition ID#. (Example: 123BR)

If there is no date, that means the job posting is pending approval at that level.

Click “Route for Approval” to send a reminder to the pending approver.
Finding Candidates

- Find candidates using Top Navigation Tabs.
- Find candidates using the Quick Search.
- In the “My Open Reqs” panel click on the Total # of applicants.
Finding Candidates: Quick Search

Click on the orange Req Folder. If the folder is white that means there are zero applicants.
Finding Candidates: Panel

In the “My Open Reqs” panel click on the Total # of applicants.

“New” means that there are applicants that have not been reviewed.

Click on the applicant’s name to view their Talent Record.

Check out the appendix to learn more about preference.
### Reviewing the Talent Record

This is the application.

Letters of Recommendation, portfolios, references, supporting documents, etc... can be found in the action log.

Click through the tabs to see a snapshot of information.

Click the gray/blue line to adjust the size of the action log.

These are the answers to the supplemental questions.

Document must be attached to Epaf
Printing Candidate Information

1. Open the Talent Record → Click on the Actions Menu on the top right → Select Print Resume, Talent Record, or Bulk Printing.

2. Dashboard → My Open Reqs Panel → Click on total number of applicants → Select at least 1 candidate → Click on “Actions” on the top right side of the panel → Select Print Resume, Talent Record, or Bulk Printing

Print one or multiple talent records or resumes at a time.
Disposition Candidates: Quick Search Option

1. Find the requisition by using the Top Navigation Tabs or Quick Search. Click on the orange requisition folder. An email will be sent to the candidate 48 hours after you disposition them. You can only disposition one person at a time using this option.

<table>
<thead>
<tr>
<th>Select all</th>
<th>Name</th>
<th>Viewed</th>
<th>Forms</th>
<th>HR status</th>
<th>Candidate type</th>
<th>HR status date</th>
<th>Updated by</th>
<th>Last codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funny, Doug</td>
<td></td>
<td></td>
<td></td>
<td>External</td>
<td>Interview Complete</td>
<td>19-Nov-2014</td>
<td>Harris, Sarah</td>
</tr>
</tbody>
</table>

1. Click the “Forms” Icon.

2. Click on the “Disposition Form” and “Add Form”.

3. Select reason code. The reason codes populate based on the HR Status.
The Workflow

Manager Review
*HR Status

Manager Hold
(Status not required, placeholder)

Request Interview
*HR Status

Schedule Interview
(Status not required, placeholder)

Interview Complete
*HR Status

Interview Feedback Form(s)

Reference Check Form(s)

Prepare Offer
*HR Status
(last status for HM)

Offer Outline Form

Extend Offer Status = Offer Outline Form fully approved
Offer Outline Form must be approved before HR can send Offer Letter.

Candidate Accepts

Send Offer Letter
(Create Document)

Extend Offer

Route for Approval

Offer Accepted

HR Initiates Background Check

Candidate Consents

Background Check Results

Final Offer
(form created by HR)

Ready to Hire

Careers at Texas Tech Staff Workflow

ePAF is generated or submitted

Send to Banner and Onboarding
Make sure to update the HR status in real time. Do not wait until the very end to move applicants through the workflow!
Forms

Throughout the workflow process you will fill out 3 internal forms. The candidates will not see these forms.

The Interview Complete status will automatically open the Interview Feedback Form

The Prepare Offer status will automatically open the Offer Outline Form

You must open the Reference Check Form provided. (HSC Reference Check Form).
Interview Feedback Form

Interview Feedback Form is required for all applicants interviewed. The applicant will not see this form.

E-mail this blank form to interview committee to complete. Once the form is filled out it will automatically go back into the candidate’s file.

This is a summary of the interview. Did the candidate interview well? What impressed you about their qualifications? Keep it JOB RELATED

Choosing reject will not disposition the applicant out of the workflow. The disposition form still needs to be added.
Hiring Manager References Required.

Some companies may not be willing to answer. If this is the case then document as “Company did not disclose.”
Searching for the Reference Check Form

1. Select Form
2. Reference Check Form - El Paso
3. Add Form
Offer Outline Form

R# of the person who will be evaluating this employee.

If you select “New Hire” or “Rehire” an ePAF will be generated later in the process. All others, you will need to create a traditional ePAF.

The person listed here will be responsible for submitting the ePAF for new hires and rehires once the system generates it.
Offer Outline Form (Cont’d)

*Premium Pay Code

*Targeted Start Date

Organization and Funding For Salary

*Org Level 1 (COAS)  
*Org Level 7 (Department)  
*Building/Location

Expected Work Location - Mall Stop

Area Code

*Telephone

Phone Extension

*Address Line 1

Address Line 2

Address Line 3

*City

*State

*Zip or Postal Code

*County

*Timesheet Org code

*Time Entry Method

Grant Funded

Type in TTUHSC and then click ‘List’.

Type in county and then click ‘List’.

Most of the time you will choose ‘Web’ unless the employee will use a time clock.
Offer Outline Form (Cont’d)

Funding Source 1

Budgeted FOAP information can be found in HR010 - Vacant Position by Organization for single positions or HR011 - Pooled Positions with Incumbents by Organization for pooled positions.

*Fund
*Org
*Account
*Program
*Percent

*Do you need to add another Funding Source?

☑ Yes
☐ No

*By submitting this Offer Approval Request, I acknowledge that I have validated that this person meets the minimum hiring qualifications and requirements for this position.

Notes/Additional Needs

*Manager Signing Offer Letter

[Selectable field]

*Title of Manager Initiating the Offer Document

[Selectable field]

*Department of Manager Initiating the Offer Document

[Selectable field]

Extremely important to enter in the correct funding information! (Find FOAP in a Cognos Report or call Budget or HR).
The approval routing will depend on your department’s internal processes. You may bypass all levels EXCEPT for Hiring Manager, HR Approval, and Compensation.

**Do not list yourself twice**

**Do NOT bypass compensation. Select HSC COMP El Paso. If bypassed, HR will reject and the form will need to be resubmitted.**

**Must click “Save and send for approval”**

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager</td>
<td>List &gt;&gt;</td>
</tr>
<tr>
<td>Department Head</td>
<td>List &gt;&gt;</td>
</tr>
<tr>
<td>HR Approval</td>
<td></td>
</tr>
<tr>
<td>Employment Services El Paso</td>
<td></td>
</tr>
<tr>
<td>Compensation</td>
<td></td>
</tr>
<tr>
<td>HSC Comp El Paso</td>
<td></td>
</tr>
<tr>
<td>Additional Approval 1</td>
<td>List &gt;&gt;</td>
</tr>
<tr>
<td>Additional Approval 2</td>
<td>List &gt;&gt;</td>
</tr>
</tbody>
</table>

Notify upon form approval completion:

- Users selected in req/form
  - Hiring Manager
  - Human Resources
  - Hiring Team
  - Form Creator
  - Form Approver

- Required field

- Save as draft
- Save
- Clear
- Close
- Save and send for approval
NO FURTHER ACTION ON THE HIRING MANAGER SIDE IN KENEXA
Offer Outline Form Status

If the form approval area is blank the offer outline form was never sent for approval. Click on the “edit” pencil on the right and click “Save and Send for Approval”.

Click on the forms icon.
Offer Outline Form Status (Cont’d)

Click on the form or the pending link.

Please do not approve on behalf of others

Click to send email reminder to pending approver.
ePAF generation or submission

New Hires Only.

From the Ready to Hire status; the system will automatically move the candidate thru to Banner which creates the ePAF and then immediately to Onboarding.

To Review and Submit ePAF:

1. Login to your WebRaider Portal
2. Click on the F&A Worktools Tab.
3. Find the Human Resources Panel
4. Click on ePAF
5. Click on ePAF Originator Summary
6. There will be an ePAF in the “Waiting” status
7. Open the ePAF
8. Click the Update button
9. Check for any other information that needs to be corrected. Please pay special attention to:
   - Pay Rate
   - Labor Distribution FOAPs and Percentages
   - Current Hire Date
   - Name – First, Middle & Last name should match the social security card or passport
10. Select the person you need to put in Approval Level 20 – Department HSC
    - You can select yourself as the level 20 approver. Add any additional FYI or Approvers according to department/campus requirements. Any other approval must be done before you submit ePAF.
11. Click Upload Documents to attach files as needed.
12. Save and Submit.

-Don’t see the ePAF? Open up the Offer Outline Form and see whose name is in the Department ePAF Originator field

-ePAFs will remain at Level 73 until the appropriate I-9 documents have been received by HR.

*Transfers, promotions, secondary job, etc... Will need a traditional ePAF*
FAQ

Who is responsible for sending the candidate offer email?  Human Resources

Who is responsible for moving candidates through the workflow?  
Primarily the hiring manager, HR is also responsible for some workflow actions.

Do I have to fill out the interview feedback form?  
Yes. Form must be completed for all candidates interviewed.

I can’t pull up a manager’s name in one of the approver lists or hiring team, what do I do?  
Please contact Employment Services El Paso. The user will need to go through training before full access can be granted.

How many emails will the candidate receive throughout the whole process?  
Three primary emails. 1. E-mail to accept the job offer 2. Email from HireRight to consent to the background check 3. Email to start new hire paperwork.

Where do applicants apply?  
http://www.texastech.edu/careers/

Who is responsible for the ePAF?  
The person designated as the “Department ePAF Originator” on the Offer Outline Form.

When will an ePAF appear in my Originator Queue for New Hires and Rehires?  
Within 24 hours of the candidate being pushed through the Send To Banner status.

Why is my ePAF stuck at Level 73-HR?  
The candidate has not successfully completed all of the pre-employment requirements (application, background check, I-9 form & documents).

Why are there so many steps?  
As a state agency and a federal contractor, the Texas Tech University Health Sciences Center is required to comply with all Federal and State regulations.
### Key Terms

**Action Log:** Located in the Talent Record. Contains uploaded candidate documents and HR statuses.

**Careers at Texas Tech:** The website that applicants use to view and apply for jobs.

**Close:** All candidates have been dispositioned out of the system and a candidate has been marked as hired.

**Disposition:** Moving candidates that were not selected to the final HR status and sending a communication to the candidate.

**E-Link:** E-mailing a form or document to users in and out of the system.

**Gateway:** The type of candidate a department is looking to hire: Staff, Internal, Faculty, Students.

**FOAP:** Funding-Organization-Account-Program. The account the employee will be paid from.

**GQ Job Response:** The candidate’s application.

**HR Status:** The candidate’s status in the workflow (Manager Review, Request Interview, Interview Complete, etc...)

**Job Response:** The Candidate’s answers to the supplemental questions.

**Kenexa or Brassring:** The name of the applicant tracking system that the TTUHSC used to hire candidates.

**Onboarding:** Process of employee completing new hire paperwork through the onboarding portal.

**Panel:** These are the large boxes on the home screen.

**Talent Record:** Contains all of the candidate’s information.

**Unpost:** Remove job posting from the employment website so no more applicants can apply.
Candidate Preference

A candidate may claim preference when applying to a job. These are the types of preferences a candidate can claim:

- Veteran’s Preference
- Former TX Foster Youth
- Potential RIF (Reduction in Force)

In order for the candidate to receive preference the candidate will be asked to contact HR and provide supporting documentation.

FAQ

Do I have to interview a candidate who qualified for preference?
No. It is not required to interview the candidate.

How does preference affect my review of applicant?
If you have two equally qualified candidates, the person with the preference would be hired. It is important to keep a matrix to quantify a candidate’s qualifications and preference.

How to handle a RIF Employee?
Please contact your local HR office.